


A to Z of Staff Benefits

(This document is correct at the time of publication. Please be aware that benefits listed may be subject to change)

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Adoption Leave

All employees irrespective of length of service or hours of work are entitled to adoption leave providing they meet certain criteria. For further information please refer to the Trust's Maternity, Paternity and Adoption Leave Policy available on the intranet site under policies and documents.

Adult and Childcare Co-ordinator

The Trust employs an adult and childcare co-ordinator who provides support, advice and guidance to staff who have adult and/or child caring responsibilities. Further information can be obtained from the Trust's intranet site or alternatively you can call 0161 918 4293 or email AdultandChildcare@pat.nhs.uk

Annual Leave (plus general public holidays) – pro rata for part time staff

Non medical staff (based on 37.5 hours contracted per week)

Leave year 1 Apr – 31 Mar

Length of service	Entitlement in days	Entitlement in hours
On appointments	27 + 8	202.5 + 60
After 5 years service	29 + 8	217.5 + 60
After 10 years service	33 + 8	247.5 + 60

Medical Staff

For career grade medical staff the annual leave year starts on the date of appointment. For foundation doctors in years 1 and 2 of training the leave year commences on the 1st Wednesday of August

For leave entitlements specific to each grade please refer to specific terms and conditions applicable to medical staff.

Bereavement Leave

Managers may grant up to 1 week's (pro rata for part time staff) bereavement leave with pay following the death of a family member or close friend, depending upon the circumstances and involvement of the employee. For further information please see the Special Leave Policy available on the intranet under policies and documents.

Breast-feeding Facilities

Breastfeeding and baby changing facilities are available at the Café Royal, and on Maternity 2 Ward on the Royal Oldham site, as well as the Gallery Restaurant at North Manchester General Hospital. Work is being undertaken to identify appropriate locations specifically for breastfeeding mothers on other sites within the Trust.

Bullying and Harassment Advisors

The Trust has appointed voluntary bullying and harassment advisors to provide a confidential service, for advice/support, to any employee who feels harassed or bullied and to any employee who has had allegations made against them. For further information please contact the equality and diversity co-ordinator on 0161 604 5893 / 5763

Car Lease Scheme

The scheme is accessible to all permanent members of staff and administered by Pennine Fleet Services. It is designed to provide you and your family with competitively priced and hassle free motoring. There is no deposit and the costs are fixed for the full period of the lease, normally 3 years. The car will be insured for yourself and up to two named drivers (assuming they are entitled to drive and aged 21 or over). At the end of the lease period you can return the car with no additional cost, subject to the vehicle meeting the required standards and having no more than the agreed contracted mileage. You will also have the opportunity to make further savings by the use of a 'salary sacrifice' scheme, subject to your salary not falling below the national minimum wage. For further information please contact Pennine Fleet Services on 0161 7202821 (42821) or alternatively visit the car leasing intranet page under Payroll

Car Parking

The Trust have a Vehicle Parking Policy. Staff working at our hospital sites are able to make an application for parking and if successful pay for their parking at a lower charge level than visitor parking charges. For further information visit the 'Car Parking' intranet page under Estates and Facilities.

Car Sharing

Discounts on monthly parking permit charges are available for staff who register to car share at www.carsharegm.com with further reductions for those who are able share a journey with other staff at least 4 times per month. For more information visit the 'Ways 2 Work' intranet page under Estates and Facilities

Career Breaks

This applies to all members of staff with 6 month's continuous service, and provided that services are not affected, employees can apply to take an unpaid break from work of between 3 months and 5 years. For further information please refer to the Trust's Special Leave Policy (EDH028) which is available on the Trust's intranet site under policies and documents

Career Grades

Where career development posts can be identified, these will have linked grades relating to specific stages of achievement of qualifications and experience. Staff appointed to such posts will thereby have a recognised career development path within the Trust.

Carer Leave

Carer leave is available for staff to provide a compassionate response in emergency situations to the immediate needs of children or adults for whom they have a caring responsibility. Line managers may use discretion to grant paid/unpaid leave to employees depending on the circumstances and previous history. For further information please see the Special Leave Policy available on the intranet under policies and documents.

Cash Machine

Cash machines are available for employees, patients and visitors to use. They are located:

The Royal Oldham Hospital - main entrance

*North Manchester General Hospital - main entrance and corridor leading to the Gallery
Restaurant*

Chaplaincy

The chaplaincy team (employed by the Trust) are available to talk with all members of staff (whatever your beliefs) about any matters that concern you. The contact numbers are:

The Royal Oldham Hospital - 0161 627 8796

North Manchester General Hospital - 0161 720 2990

Rochdale Infirmary - 01706 517044

Fairfield General Hospital - 0161 778 3568

Child Care Vouchers

Child care vouchers are available to all employees. The vouchers are managed by an external agency, called Edenred, and staff can agree to salary sacrifice up to a maximum of £243 per month from their salary to purchase childcare vouchers, potentially making a saving on tax and NI contributions of up to £80 per month. For further information and an information pack please contact the child and adult co-ordinator on 0161 918 4293.

Counselling

Please see Staff Counselling section

Credit Union

Metro Moneywise is open to all NHS Pennine Acute employees, offering all members the facility to save and borrow direct from salary to join please visit our website

www.metromoneywise.co.uk or ring us on 01706 714579

Cycle parking and shower/ changing facilities

We have bike parking facilities at each of our hospital sites, please use the registration link below in order to receive location details. They usually consist of covered bike pods where you register and use the lock provided or your own lock to secure your bike and equipment inside. We also have shower and changing facilities at North Manchester and Royal Oldham hospitals.

You need to register in order to gain access to use our bike facilities but there is no charge for their use. To register visit the survey link below or scan the QR code.

<https://www.surveymonkey.com/s/pahntbike>



Cycle to Work – Buying a bike using salary sacrifice

The Trust have a scheme where you can order and purchase a bike over a 12 month period, using salary sacrifice. This is operated during certain order windows only. For more information visit the 'Travel Choices' intranet page under Estates and Facilities.

Cycle Training

Free adult cycle training is available for anyone living, working or studying in Greater Manchester. For further information and to book visit www.tfgm.com/cycling/

Discounts for Employees

Please see Xtra Discounts and / or Staff Offers and Discounts sections

Education Centres.

A multidisciplinary education centre is available on each of the hospital sites, incorporating a library (with the exception of Rochdale -see library section below for details of the library service at Rochdale) and a learning centre, with computers for members of staff to use. The in-house training sessions are also held in the education centre. For further information please contact the education centres on the following internal numbers:

The Royal Oldham Hospital	- 78574
Fairfield General Hospital & Rochdale Infirmary	- 83381
North Manchester General Hospital (Trust HQ)	- 44846
North Manchester General Hospital (Post Grad)	- 42115

Equality and Diversity Team

The equality and diversity team provide an advisory service to staff and are available to answer any questions or provide advice/guidance on issues relating to equality, discrimination, human rights etc. The team can be contacted on 0161 604 5891, alternatively you may wish to visit the equality and diversity page of the Trust's intranet for further information.

Eye Sight Tests

Staff who are defined as users of display screen equipment (DSE) may be entitled to a full eye examination upon request, funded by the Trust. In circumstances where an eye test reveals that a member of staff is required to wear glasses for work with DSE the Trust has a responsibility to provide these. It should be noted that the requirement to provide glasses relates only to work with DSE. Should the individual require glasses for any other reason (e.g. reading, driving etc.), it is the responsibility of the individual to provide these. For further information please refer to the Trust's Display Screen Equipment Policy (EDQ 016) which can be located on the Trust's intranet site under policies and documents/Health and Safety.

First Corporate Travel Club

Through membership of the above, you can get a discount on the costs of an annual bus ticket with First Greater Manchester buses. For more information visit the 'Transport/ Travel Choices' intranet page under Estates and Facilities.

Flexible Retirement

A Flexible retirement scheme is available for members of staff who are considering retirement. For further information, please see the Trust's Flexible Retirement Policy available on the intranet site under policies and documents.

Flexible Working

The Trust recognises the importance to staff of meeting their family responsibilities and personal commitments and the need to balance these appropriately with their working life. Promoting a healthy work life balance is integral to the Trust's commitment to improving the overall health and wellbeing of staff. For further information on flexible working please see the Trust's Flexible Working Policy available on the intranet under policies and documents.

Flu Jabs

The Trust provides free flu vaccinations which commence September each year in preparation for the winter flu season. All staff are encouraged to have their flu jab, including clinical and non clinical staff. The flu vaccination is safe, highly effective and free.

Friends and Family Test (FFT) for Staff

From 1 April 2014, all NHS trusts providing acute, community, ambulance and mental health services in England were required to implement the FFT for staff. Pennine Acute believes that all staff should have the opportunity to feed back their views on their organisation. The results of the FFT are published at monthly intervals on both [NHS England](#) and [NHS Choices](#) websites. Also see 'Your Opinion' below

Gym Memberships

The Trust has supported discounted facilities for staff (please see health and wellbeing intranet pages for up to date information). An on site gym is also available for staff on the North Manchester General Hospital site. For further information please contact LifeWise Health and Wellbeing Centre, North Manchester General Hospital on ext 43546 or visit the Lifewise intranet page under Workforce.

Additional the Trust has arranged a number of Corporate Gym Memberships exclusively for NHS staff at [Glogym](#), [Oldham Active](#), [Link4Life \(Rochdale\)](#), [Bury Leisure](#). For more information visit the Trust Health & Wellbeing pages on the Trust intranet under Workforce.

Healthcare Plans

Simplyhealth

Employees can pay a weekly premium, from as little as £2.83 per week, and receive payment towards hospital treatment, optical treatment, dental treatment, etc. For more information on employee paid health plans contact:

Derek Gallagher on 07880 508 735 or email: derek.gallagher@simplyhealth.co.uk

Alternatively call 0800 980 7890

Please quote reference 489 for all enquiries

UK Healthcare (formerly Hospital Saturday Bolton and District)

Employees can pay a weekly premium, from as little as £1.96 per week, and receive payment towards hospital treatment, optical treatment, dental treatment etc. For more information phone **0845 2088 632** or visit the web site at:

www.ukhealthcare.org.uk/pennineacute

Alternatively email: info@ukhealthcare.org.uk

Health and Wellbeing

There is a continuing programme of health promotion initiatives including, alcohol awareness, smoking cessation, physical activity, healthy eating / weight management and mental wellbeing. For further information please visit the Trust's health and wellbeing intranet pages under Workforce.

Human Resources (HR) Advisory Service

The HR advisory service is facilitated by Capsticks and provides advice, support and guidance to **managers** on a range of employee relations issues.

The HR advisory team also provide support, advice and guidance to staff in respect of bullying and harassment and whistleblowing.

The team can be contacted via: HR advisory helpline – 0161 922 3334
Or
E-mail – paht.hradvisory@capstickshra.com

Information Technology

Information technology facilities, such as computers, the e-mail system, the intranet and the internet, are available for all employees to use in the education centres. For contact details please see education centres.

Job Sharing and Part Time Working.

The Trust supports job sharing and part time working, subject to meeting service and patients needs, and will therefore try to arrange either, regardless of the individual's personal reasons for seeking part time work. For further information please see the Trust's Flexible Working Policy available on the intranet site under policies and documents.

Keep in Touch

It is important that regular contact is maintained, for employees to keep in touch with the Trust, when they are on a career break, maternity leave, parental leave, or any other kind of leave. For further information please see the relevant policy located on the Trust's intranet site under policies and documents.

Learning Centre

Please see Education Centres.

Leisure Centres – Corporate Memberships

See Gym Memberships above

Library Services

Multi disciplinary libraries are available for use by all employees, with physical sites at North Manchester, Oldham and Fairfield but with the majority of resources available online. Details are available on the library section of the Trust intranet and internet sites. The libraries are situated within the education centres at Oldham and Fairfield and in the Postgraduate Medical Centre at North Manchester. Staff may register at any of the three site libraries and are then entitled to use all of the three site libraries. Rochdale staff are able to use the online resources or request library services via the telephone or e-mail. A member of the library staff visits the Rochdale site every Tuesday morning to offer assistance and to deliver any books or articles requested by users.

Long Service Awards

Long service awards are made to employees after 25 years total NHS service. After 25 years service employees will receive £250 in capital bonds and a certificate signed by the Chairman. For further information or to make an application please contact the Human Resources Department on 44311 or email jackie.livesey@pat.nhs.uk

Lottery

The Trust operates a staff lottery scheme in which employees may participate, if they so wish. Deductions are made from salary and draws take place every month. For further information please refer to the Trust's intranet site – staff lottery under Workforce.

Maternity Leave

All employees, irrespective of their length of service and hours of work, are entitled to maternity leave subject to meeting certain criteria. For further information please refer to the Trust's Maternity, Paternity and Adoption Leave Policy available on the intranet site (EDH014) under policies and procedures.

Mediation Service

Workplace mediation is available to all employees and is aimed at restoring and maintaining the employment relationship, focusing on working together to go forward and not determining who was right or wrong in the past. It can be used successfully to resolve perceived bullying and harassment issues. The Trust's Bullying and Harassment (Dignity at Work) Policy (EDH005) is located on the Trust's intranet site under policies and documents.

A full copy of the Trust's Mediation Policy (EDH060) is available on the Trust intranet site under policies and documents.

Nursery

On site nurseries are available to staff at the following locations:

The Royal Oldham Hospital – Teddies Day Nursery 0161 652 7516
Fairfield General Hospital – Fairfield's Day Nursery 0161 778 3613

Nurseries at Oldham and Fairfield are privately run by Network Nurseries and Crèche 'n' Co respectively.

Occupational Health & Wellbeing Service

The occupational health service offer all staff a range of support services on health matters, including professional counselling. For further information contact the occupational health service on 0161 720 2727 (internal: 42727) or alternatively visit the Mediscreen occupational health intranet pages

Occupational Sick Pay

In the event of illness, a sick pay scheme is available, and is applied according to length of service. For further information please see the Trust's Attendance Management and Sickness Absence Policy (EDH027) which is available on the Trust's intranet site under policies and documents

Parental Leave

An eligible employee (employees who have a baby or adopt a child on or after the 15th December 1999, and who have completed one year's qualifying service with the Trust by the time they want to take the leave) has the right to take in total 13 weeks unpaid leave of absence for each child between birth and the age of 5, in blocks of at least one week, with prior approval from his/her manager.

From 5 April 2015, you may be entitled to shared parental leave (SPL) and statutory shared parental pay (ShPP) if:

- your baby is due on or after 5 April 2015
- you adopt a child on or after 5 April 2015

For further information please refer to the Trust's Special Leave Policy (EDH028) and or Maternity, Paternity and Adoption Leave Policy (EDH014) which are available on the Trust's intranet site under policies and documents.

Paternity Leave

Ordinary maternity (paternity) support leave (OMSPL)

Employees with 26 weeks qualifying service will be entitled to two weeks paid leave to be taken at the time of the birth or placement or within 8 weeks immediately following the birth or placement (pro rata for part time staff). Employees with less than 26 weeks service will be entitled to two weeks unpaid leave. Please see the Trust's Maternity, Paternity and Adoption Leave Policy (EDH014) for further information, including additional maternity support (paternity) leave, which can be located on the Trust's intranet site under policies and documents.

Pension Scheme

Provides a wide range of benefits including life cover from the day you join, ill health and redundancy benefits, a pension and tax-free lump sum when you retire, plus protection for your family. For further information please contact the payroll helpdesk, payroll department, Trust HQ, North Manchester General Hospital on 0161 918 4432 (internal 44432) or, Email: pennine.payrollhelpdesk@pat.nhs.uk or alternatively visit the pension pages on the Trust intranet site under Workforce

Physiotherapy (Fast track)

A fast track physiotherapy service is available to staff at no charge. Referrals are either via self or management referral to the Mediscreen occupational health and wellbeing service or following an occupational health assessment. Initial physiotherapy assessments are available on all four sites. Referrals are confidential and reports are prepared, providing expert input, to the occupational health service to advise on fitness to work.

For further information call the Mediscreen occupational health and wellbeing service on 0161 720 2727 (internal: 42727) or visit the health and wellbeing or Mediscreen occupational health intranet pages.

Podiatry Service

Subsidised staff podiatry service available from January 2016. For further information visit the Health & Wellbeing pages (foot health) under Workforce.

Psychological Support Services

The Trust offers four fast track psychological support services for staff including:

1. counselling (see staff counselling)
2. cognitive behavioural therapy (CBT)
3. psychotherapy
4. psychiatry

For further information on each of the services available visit the health and wellbeing or Mediscreen occupational health intranet pages or contact the occupational health and wellbeing service on 0161 720 2727 (internal: 42727)

Quality of Working Life (see also: health and wellbeing)

The Trust's mission is to improve the health of the community it serves and, by extension, that of its employees. In order to do this the Trust has adopted a number of policies and put in place provisions to support this. These include: Alcohol, Drug and other Substance Misuse at Work Policy, Smoking Policy, occupational health, health promotion, recruitment and retention code of practice, equal opportunities, training and development, flexible working, welfare/counselling, health and safety, and social activities.

Rehabilitation

This scheme applies to any employee who has been off work on long term sickness and needs a gradual re-introduction to work – rather than plunging straight back into full-time duties. If the occupational health service recommends that an employee returns to work on reduced hours and builds up gradually to normal hours, that employee will be paid the full contracted hours for up to 4 weeks.

Religious Holidays

Where possible, and subject to the exigencies of the service, the Trust will allow employees to take annual leave for religious holidays.

Restaurant Facilities

Restaurant facilities are available for staff on all four hospital sites offering a variety of healthy, nutritional, hot and cold food. Staff discount is available at the till for selected items.

Retirement

Pre-retirement counselling and courses are offered to employees who are due to, or are thinking of, retiring within two to three years. Further details of the two day course can be found on the Trust's training bulletin located on the intranet under Learning and Organisational Development.

Salary Sacrifice

Salary sacrifice can be financially beneficial for both employee and employer e.g. when part of an employee's remuneration shifts from cash, on which tax and national insurance contributions are due, to non-cash benefits that are wholly or partially exempt. Examples of salary sacrifice schemes available to staff are:

- cars (car leasing)
- laptops
- mobile telephone
- car parking
- child care vouchers
- bikes

Special Leave for Domestic, Personal and Family Reasons

This policy helps staff to balance the demands of domestic and work responsibilities at times of urgent and unforeseen need through the provision of paid leave or unpaid leave, according to individual circumstances. It is not intended for long-term domestic and family needs. For further information please refer to the Trust's Special Leave Policy (EDH028) which is available on the Trust's intranet under policies and procedures.

Sports and Social Activities

The Trust supports a range of sports and social activities to which all staff are invited. Details of social activities are publicised on the Trust's weekly bulletin and included on the health and wellbeing intranet pages.

Staff Counselling

A counselling service is offered by the occupational health service. This service is strictly confidential and is offered to all employees, free of charge and can be accessed by telephoning 0161 778 5687 or emailing: occupational.health@pat.nhs.uk

Staff Magazine

The Trust's staff magazine is available for all staff (Pennine News). It covers events within the Trust, answers questions for employees, and covers different topics of interest. The staff magazine is published on a monthly basis and is free to everyone.

Staff Offers and Discounts

The Trust has a staff offers and discounts page on the intranet under staff room where staff can post information and details about offers and discounts which are available to all staff.

Also see Xtra Discounts section

Staff Shuttle Minibus Services

Minibus services link the Royal Oldham Hospital with Fairfield General Hospital, North Manchester General Hospital and Rochdale Infirmary. These are available for staff to travel between hospital sites free of charge. For times and more information visit the 'Transport/ Travel Choices' intranet page under Estates and Facilities.

Trade Union Membership.

There are 13 trade unions operating within the Trust, and the Trust encourages employees to join one of them. For further information on the different trade unions, and membership benefits, please contact the Joint Trades Union Office on:

The Royal Oldham Hospital - 0161 627 8290 (internal 78290)
North Manchester General Hospital – 0161 720 2149 / 2191 (internal 42149 / 42191)
Rochdale Infirmary – 01706 517042 (internal 57042)
Fairfield General Hospital – 0161 778 3039 (internal 83039)

Training and Development

All employees are encouraged to take advantage of training opportunities both on and off the job, according to the work they perform. For further information please see the Trust's training bulletin located on the intranet under Learning and Organisational Development.

Travel Choices

We are working with Transport for Greater Manchester (TfGM) as part of their wider Travel Choices programme across the region. As part of this you can obtain advice and support from Transport for Greater Manchester relating to sustainable travel choices. For more information visit www.tfgm.com/travelchoices or the Transport/ Travel Choices intranet page under Estates and Facilities.

Unpaid Leave

For further information please refer to the Trust's Special Leave Policy (EDH028) which is available on the Trust's intranet site under policies and documents.

Vision Screening

Please see **Eye Sight Tests** above.

Volunteers.

The Trust uses an extensive network of volunteers to support its activities. Further information on volunteers can be obtained from the volunteers co-ordinator on 0161 604 5892 (45892)

Working Lives / Work life balance / Wellbeing

The Pennine Acute Hospitals NHS Trust is continually working towards improving the health and wellbeing of its employees at work. Improving health and wellbeing is a catchall phrase for all the policies and procedures which encourage both employers and employees to achieve a more acceptable balance between work and home life, recognise and support lifestyle changes and provide overall job satisfaction.

Good mental wellbeing, some people call it happiness, is about more than avoiding mental health problems. It is about feeling good and functioning well both at home and during work. For further information please visit the Trust's health and wellbeing intranet pages or read the Trust's health and wellbeing strategy (EDH070) available under policies and documents.

Xtra Discounts

A range of discounts are available to NHS staff via NHS Discounts or Redguava. For further information log on at

<http://www.healthservicediscounts.com/>

or

<http://www.redguava.co.uk> (username: PAT password: BENEFITS)

Your Opinion

The Trust is committed to listening to the views of all staff. An annual staff opinion survey is undertaken every year and staff are encouraged to participate by completing and returning the survey between October and November.

The Trust will be launching other bespoke surveys to seek staff feedback on many issues which affect staff. Please watch out for them and take part, your feedback is valued.

Zero Tolerance

Any form of violence or abuse against staff working in the Trust will not be tolerated. The Trust will ensure this zero tolerance technique is adhered to by withholding treatment for violent or abusive patients.

Zumba

Subsidised Zumba fitness classes are available on site at North Manchester General Hospital, The Royal Oldham Hospital and Fairfield General Hospital, on a 10 week rolling cycle. For further information visit the Health & Wellbeing pages (healthy lifestyles) under Workforce